



BERWYN PUBLIC HEALTH DISTRICT  
REGULAR MEETING MINUTES of JUNE 11, 2018

1. President Pechous called the meeting to order at 4:00 pm. Pechous, Avila and Paul answered present on the call of the roll. Attorney Zdarsky and accountant Brian Eagan of Seldon Fox were also in attendance.
2. The **Pledge of Allegiance** was recited.
3. **Open Forum** was announced. Treasurer Avila recognized a gentleman in the audience who identified himself as Ron Brinak of the Tanont Company. Mr. Ron Briniak of Tranont arrived and asked to put a bid in for the phone system. Pechous advised that there was no formal request for bids. Mr. Brian Biniak asked to present information on a system named Jive. President Pechous explained to Mr. Briniak that Open Forum was not the place for the topic. Treasurer Avila had invited them to come and speak. Discussion ensued about the appropriateness of hearing vendors' business proposals during Open Forum. The gentlemen left and Open Forum was closed.
4. **Approval of Minutes:** Pechous made a motion, seconded by Avila to approve the Minutes for the May 14, 2018 Regular Meeting, Minutes for the May 14, 2018 Budget Committee meeting and the Minutes for the May 21, 2018 Special Meeting. The motion passed by a voice vote.
5. **Bills Payable and Payroll:** Pechous made a motion, seconded by Avila, to approve the payables and payroll in the amount of \$57,219.39. The motion passed by a unanimous call of the roll. The Certificate Authorizing Payment was signed and made a part of the record.
6. **Statement of Receipts and Disbursements – May 2018:** Mr. Eagan presented the monthly report which was reviewed. Pechous made the motion, seconded by Avila, to accept the report as informational. The motion carried by a unanimous voice vote.
7. **Medical, Nursing & Sanitation Reports:** The deferred report from April 11, 2018, as amended, was reviewed along with the reports for May, 2018. Paul made the motion, seconded by Pechous to accept the submitted reports as informational. The motion carried by a unanimous voice vote.
8. **Well Woman Event Recap:** Pechous made a motion, seconded by Paul, to defer review and discussion of this item until the July meeting. The motion carried by a unanimous voice vote.
9. **Vital Statistics Report – May, 2018:** Pechous made the motion, seconded by Paul, to accept the report as submitted and place the money in the proper funds. The motion carried by a unanimous voice vote.
10. **Correspondence:** Pechous provided a schedule regarding submission of items and backup information for future meeting agendas. The item was marked informational by Order of the Chair.
11. **Public Hearing Notice Correction:** Paul explained the date errors that occurred in the Budget and Appropriation Notice of Public Hearing that had been published as required. Paul explained the steps that had been taken to correct the Public Notices as soon as the error was discovered. The item was marked as informational by Order of the Chair.
12. **2018-2019 Budget & Appropriations Ordinance:** Pechous introduced the 2018-2019 Budget and Appropriation Ordinance. Brian Eagan was recognized to explain the corrections and changes to the budget that were made subsequent to the posting of the tentative Budget and Appropriation Ordinance. Eagan reported budget change to Line 5324 which the Board had decreased from \$20,000 to \$10,000. Eagan stated that Line 5334 would be reduced from \$80,000 to \$72,761 which was the

MINUTES  
BERWYN PUBLIC HEALTH DISTRICT  
JUNE 11, 2018

audited final surplus from last year. A discussion ensued regarding the surplus and what amount had previously been discussed as the amount to fund Line 5334 for Health Grants. Attorney Zdarsky provided his recollection of the members' prior discussion. Paul made a motion, seconded by Avila, to fund Line 5334 at \$80,000. Pechous advised that other changes to the budget were also necessary so Paul withdrew her motion. Mr. Eagan then advised that Line 5832 should be corrected to \$8,500, Line 5836 should be corrected to \$61,000, and Line 5880 should be corrected to \$70,000. Mr. Eagan stated that the respective amounts were incorrect in the tentative budget. However, the total amount of the appropriation of \$565,350 for Payroll Expenses and the total overall appropriation of \$1,344,050 were correctly stated in the tentative budget and are unchanged. Thereafter, Pechous made the motion, seconded by Avila, to **approve** the 2018 – 2019 Budget and Appropriation Ordinance as amended on its face with a total appropriation of \$1,334,050, authorize the corporate authorities to affix the necessary signatures sending it on its way to passage, and direct the Clerk to file same. The motion carried on a unanimous call of the roll.

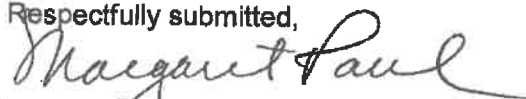
13. **Secretary's Conference Report:** Pechous recognized Paul who presented her report of the Township Attorneys of Illinois seminar she attended in May. The item was marked informational by Order of the Chair.
14. **Children's Clinic Pediatric & Dental Clinics – Deferred from May, 2018:** Mr. Zdarsky presented an overview of the two renewal contracts for the Oral Health Program and the Pediatric Clinic Agreement between the Children's Clinic of Oak Park and the Health District. Thereafter, Pechous made a motion, seconded by Avila, to approve and execute the contracts as presented. The motion carried by a unanimous call of the roll.
15. **Tropical Optical Payment – Deferred from May, 2018:** Pechous advised that information requested from this vendor had not yet been received. Discussion ensued. Pechous made the motion, seconded by Avila, to defer the item to the July meeting. The motion passed by a unanimous voice vote.
16. **Rodent Abatement Meeting Recap:** Paul reported on the City of Berwyn's Ad Hoc Rat Abatement Committee meeting she and Treasurer Avila had attended. Discussion ensued. The report was marked informational by Order of the Chair.
17. **Health Related Infrastructure Improvement Grant Program – Deferred from May, 2018:** Paul provided a second draft Grant Guidelines and Grant Application documents to the members for their review. Discussion ensued about final language amendments to the documents to be incorporated into the documents and disseminated following the creation of the final drafts. Agreed upon amendments to the language in the documents were as follows:  
**Grant Guidelines:** The following changes to Page 3 were made: Correct Bullet Point 6 to read: "The current total amount budgeted for grants under this program during the 2018-2019 Fiscal Year is \$80,000". Correct Bullet Point 7 to read: "The grant amount approved shall be determined by the Berwyn Health District officials. Correct Bullet Point 8 to read: "Proposals must be submitted no later than August 6, 2018 for consideration".  
**Grant Application:** A line "12" on page 2 is to be added stating: "Will your project be able to progress to completion if funds less than the amount requested are awarded?"  
Thereafter, Avila made the motion, seconded by Pechous, to approve the Berwyn Public Health District Fitness Equipment Grant Guidelines and Application forms as amended. The motion carried by a unanimous call of the roll.
18. **Prevailing Wage Ordinance:** Paul presented the Prevailing Wage Ordinance. Pechous made the motion, seconded by Avila, to **adopt** The Prevailing Wage Ordinance as submitted, direct the

MINUTES  
BERWYN PUBLIC HEALTH DISTRICT  
JUNE 11, 2018

corporate authorities to affix the necessary signatures and send it on its way to passage. The motion carried by a unanimous call of the roll.

19. **Roof, HVAC, & Masonry Bid Submissions / Review and Awarding of Contract:** Zdarsky reviewed each of the bids received for the respective roof, HVAC and Masonry projects. The bids had been opened during the Special Meeting called for earlier in the day. Discussion ensued. Paul made the motion, seconded by Pechous, to refer the review of bids and award of contracts to a Special Meeting to be called for June 14, 2018 at 10:00 a.m. The motion carried by a unanimous voice vote.
20. **Emergency Preparedness / NIMS Training:** Pechous reported that she had attended a NIMS training session. She asked if the Board members had obtained their NIMS certificates. Avila advised he is still working on it. Paul has her certificates. The item was marked informational by Order of the Chair.
21. **Health Fair Discussion:** Pechous asked for a discussion about continuing the Health Fair event. This event's costs are shared by the Health District and the Township. Approximately 80 people attended last year's event which was held on a Saturday. 2017's event costs were not available. Discussion about the viability of the event, the costs, hosting "inside" and "outside" events ensued. Due to time constraints upon this meeting, Avila requested that the discussion be deferred to the Special Meeting. The possibility of temporarily adjourning to accommodate the 708 Mental Health Board Public Hearing and then reconvening also was discussed. Paul left the room momentarily to assist with the convening of the public hearing and then returned. Discussion continued. Paul asked to defer the item. Discussion continued. Paul then made the motion to host the Health Fair event in September. The motion failed for lack of a second. Discussion about the event continued. Nona Chapman was recognized and asked additional questions and provided information. Avila repeated his motion, seconded by Paul, to defer further discussion to the Special Meeting called for Thursday, June 14, 2018. The motion carried by a unanimous voice vote.
22. **Renewal of Eyes for Education Program:** Avila requested that this item be deferred to the Special Meeting. Zdarsky commented about the lack of having any organization participants notify the Health District as to whether or not they would continue to participate with the program. Current contracts for the program have not been drafted or executed. Discussion continued. Avila commented about the program and asked whether it would be feasible to open the program to additional grades. Discussion about the program terms ensued. Pechous commented on the lack of adherence to program terms by the school district and Tropical Optical. Paul made the motion, seconded by Avila, to renew the program for the 2018-2019 coming year with the program start date and other details to be worked out at a later time. The motion carried on a voice vote.
23. **Adjournment:** Paul made the motion, seconded by Avila, to adjourn the Regular Meeting of the Board. The motion passed by a unanimous voice vote.
24. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,



Margaret Paul, Secretary  
Berwyn Township Health District